

**Alabama Board of Nursing Survey Visit General Information**  
**ABN Administrative Code Chapter 610-X-3-.03(5)**

The Alabama Board of Nursing conducts survey and evaluates nursing education programs for continuing approval by the board not less than every five (5) years, but may be evaluated more frequently based on deficiencies, identified areas of concern, or receipt of a complaint as set forth in Chapter §610-X-3.

Every effort is made by the Alabama Board of Nursing staff to schedule the Survey Visit at a time that is least disruptive to the program and staff. The following information should be helpful when you are choosing dates for a Survey Visit. Documents for Survey are located on the ABN website under resources. (see instruction of the Document Audit enclosed)

1. A Board Survey Visit will include the following:
  - Interviews with the Nursing Program Administrator and other administrators of the governing institution as desired
  - Interviews with faculty
  - Interviews with students
  - Tour of facilities, including nursing skills, computer, and simulation labs.
  - Review of any additional documents that were not sent to the Board on the flash drive. \*

**TIMELINE FOR SURVEY VISIT**

<b>Time Frame</b>	<b>Activity</b>
90 days prior to Survey	a) The ABN staff telephones you to provide general information about the entire process. b) After the telephone call, a letter is sent that notifies your program of the upcoming month of your Survey Visit. This letter includes a time frame for the survey, and requests two dates that will include as many staff and students as possible to participate in the survey.
80 days prior to Survey	The ABN staff sends a letter confirming the date(s) for the Survey.
30 days prior to Survey	The program sends documents for the desk audit to the Alabama Board of Nursing office no later than the date listed in the confirmation of survey visit letter. <i><u>Other documents may be requested after the desk audit is reviewed, either to be sent via email or to have on-site during the survey.</u></i> <b><i>*There is no need to duplicate documents on the flash drive for on-site review.</i></b>
15 days prior to Survey	The ABN staff sends a letter with a tentative agenda and details about the Survey.
15-30 days post- Survey	The ABN sends a post-survey letter with recommendations, along with an electronic copy of the Survey Tool, utilized for the program evaluation.

Please do not hesitate to contact ABN Nursing Education Programs staff if you have any questions.

334-293-5200

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